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19 June 1951

MEMORANDUM FOR: Chief, Administrative Staff
 Personnel Director
 Chief, Inspection and Security
 Advisor for Management
 Chief of Procurement

SUBJECT: Interim Warehouse Facilities

1. The Deputy Director (Administration) has approved as a matter of urgent priority the procurement of interim warehouse facilities, including procurement and security clearance of necessary personnel, and procurement of equipment and material necessary to place such warehouse facilities in operation.

2. Following is memo of 18 June from the Chief of Procurement giving full details of requirements necessary to place such warehouse facilities in operation.

"1. It is requested that 30,000 to 50,000 square feet of warehouse space, preferably in one location, be provided as an interim measure to relieve the crowded operating conditions of the Operational Warehouse.

"2. The following additional personnel which are not presently authorized will be required to operate the new warehouse area:

Storekeeper General	GS-7
Receiving & Inspection Clerk	GS-5
Clerk General (Location)	GS-4
Clerk-typist	GS-3
Hoist Machine Operators	UG-7
Carpenters Crating-Blocking	UG-12
Box Assemblers	UG-7
Packers (Table)	UG-7
Stores Laborers	CPC

"3. The above will entail the immediate recruitment of two Clerks General, one Clerk-typist, and 14 Stores Laborers to be trained to fill the above technical positions.

"4. The establishment of this area will also require the immediate recruitment of the following presently authorized personnel strength of the Operational Warehouse to relieve the current personnel shortage:

Stores Laborers	CPC-3
Clerk-typists	GS-3

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"5. Approximately \$9,200.00 worth of material handling equipment will be required to establish this warehousing activity.

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"6. Two heavy-duty truck drivers, ^{UG-1} *heavy duty* and one tractor-trailer driver, plus the required vehicles will also be required from the Administrative Services Office on a full time detail to transport materials from the proposed new location to the Operational Warehouse."

UG-1
CCW 7-6-51

3. It is requested that the Chief, Administrative Staff, take immediate action in connection with paragraph 1 and 6 of memo quoted above.

4. It is requested that the Personnel Director and the Chief, Inspection and Security, take immediate action in connection with paragraphs 2, 3, 4, and 6 of memo quoted above.

5. It is requested that the Advisor for Management take immediate action in connection with paragraphs 2, 3, and 6 of memo quoted above.

6. It is requested that the Chief of Procurement take immediate action in connection with paragraph 5 of memo quoted above.


Assistant Deputy Director
(Administration)

cc: ADD/A (S)
ADD/A (G)

DD/A:mc

Funds will be made available

Comptroller
28 June 51

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